

# **Next Town Assembly**

**Village of Arden  
Monday, March 23, 1998  
7:30 p.m.  
Arden Gild Hall**

## **AGENDA**

- Election of town committees and officers. Nominations will be accepted from the floor
- 3-year Expenditure Forecast
- Motion to establish Capital Improvement and Community Development Fund
- Present implementation of a Resolution to establish a Harvey Road Traffic Calming Committee for three Ardens to work with LDR (design firm)
- Motion on new Treasurer definition
- Possible vote on new revisions to Memorial Garden burial policy (see page 6)
- Standing committee reports

Town meeting is open to the public.

An Arden resident is eligible to vote if over 18 and is a resident for 6 consecutive months prior to meeting.

# January 26, 1998 Town Assembly for the Village of Arden Gild Hall • Arden, Delaware

## Present:

Elizabeth Varley  
Rich Bloom  
Lynda Kolski  
Sally Hamburger  
Rodney Jester  
Aaron Hamburger  
Joan Fitzgerald  
Ray McDevitt  
Natalie Hubbard  
Myles McDevitt (NV)  
Leon Tanzer  
Lizzie Broadbent  
Walter Broadbent  
Jan Westerhouse  
Lynne Svenning  
Rich Rothrock  
Betty O'Regan  
Dennis O'Regan  
Peggy Aumack

Gail Rinehart  
Elizabeth McClemens  
Skip Salkeld  
Joy Gardiner (NV)  
Eliot Levin  
David Clarke (NV)  
Michael Falstad  
Mark Zylkin  
Ruth Bean  
Lou Bean  
Cookie Ohlson  
Paul Thompson  
Walter Borders  
Mary Marconi  
Maryellen Jobson  
Joan K. Brachman  
Bernard Brachman  
Heidi Hoegger  
Larry Walker  
Sadie Somerville  
Rick Reynolds

Mary Anne McClemens  
John Stevenson  
Chris Demsey  
Peter Renzetti  
Joseph Lester Jr.  
Steven Threfoo  
Elizabeth Resko  
Marguerite Archer  
Marianne Cinaglia  
Judy Butler  
Hugh Roberts  
Dorinda Dove  
Cecilia Vore  
Alex Scala  
Linda Eaton  
Tom Wheeler  
Lew Aumack  
Bill Press  
Connee Wright McKinney

1. **Meeting called to order:** Town Assembly chairperson Bill Press called the meeting called to order. Quorum was established. The chairperson commented on a recently released book called "Fox Point Remembered": many communities mentioned in that book have now disappeared, but Arden has remained. He also commented on the fact that in the early years of town meeting, many bitter arguments arose, but any anger or ill feelings were put aside after the meeting. We are here to air our opinions and freely express our ideas. He also commented on the sad loss of Rae Gerstine to our community and that her presence at town meeting and in the community will be missed. Call for nominations in committee reports.
2. **Minutes:** Minutes approved.
3. **Guest:** Eileen M. Butler, Soil Watch Coordinator, Delaware Nature Society, presented a slide show which explained the basics of the new Soil Watch program. Four workshops will be held to train volunteers. **Discussion:** One way to hold back run-off during construction is to lay down straw mulch or a perimeter silt fence. Marianne Cinaglia has photos of Naaman's Creek before and after the recent rain storm which show the dramatic difference in the height of the creek. At March town meeting, we should have ideas on what Arden can do to minimize run-off.
4. **Trustees Report:**  
See "Expenses" and "Receipts" handout on pages 4 and 5, "General Fund" on page 5.
  1. First and foremost, we have completed the transfer of the Buzz Ware Village Center to the Village. The transfer appropriately took place between the trustees and Bill Press in the Center on December 30th, and was recorded with the county the following week.
  2. Finally, the state grant issue related to the 1996-1997 audit has been resolved and we have been able to close the official report. Copies of the final figures are on the table.

*Trustee Report continued from page 1*

Because an auditor is not permitted to publish two sets of figures for an organization in a given year, the adjustments are coming to you in a hand-written format. In essence we were chasing a "ghost". All of the money for the grant had been paid to us in the previous fiscal year, and showed up accordingly in the 1995-1996 audit (see hand-written corrections ("Trustees of Arden General Fund" March 24, 1997 and 1996, see page 3) .

2. Land rents are being prepared.

3. We are no longer actively pursuing the acquisition of the parcel of land bordering I-95 and Harvey Rd. because Ardentown has chosen to try to acquire the land. This appears to us to be a logical and viable resolution to the situation for a variety of reasons and we support them in their effort.

4. Concerning Buckingham Green: Our lawsuit continues. We met with our lawyer on January 6th. There are now several parties involved and there has been an increased flurry in the flow of documents between the various parties. While at this point no one wants to assume ultimate responsibility for the problems that continue to grow, we are pleased with the improving level of activity. To date, the cost for the 19 months that we have had the lawsuit in place is \$11,500.00.

5. The quarterly financial report is available at the table and is considered to be part of this report (see "Expenditures" and "Receipts" pages 4 and 5).

6. Surprise Time - more from the basement of Rae Gerstine.

Respectfully submitted, Gail Rinehart, trustee

**Discussion:** A resident recalled that Community Planning in 1993 proposed that residents come forward with ideas for the parcel and no one came forward with any plan. We should not drop our involvement completely until Ardentown shows commitment to acquiring the parcel. It is a prime spot for housing development or I-95 could have a northbound entrance built there.

**Response:** Other communities are watching the area (Radnor Woods and Radnor Green). Land can only be used and transferred as public land.

## Part of Trustees Report: Arden General Fund

(See handwritten correction)

TRUSTEES OF ARDEN AND VILLAGE OF ARDEN, INC.  
STATEMENTS OF ASSETS, LIABILITIES AND FUND BALANCES  
MARCH 24, 1997 AND 1996

TRUSTEES OF ARDEN GENERAL FUND					
ASSETS	1997	1996	LIABILITIES AND FUND BALANCES	1997	1996
Cash - Insured money market	\$ 156,727	\$205,898	Deferred revenue	\$ 5,100	\$ 6,000
Cash - certificates of deposit	90,000	50,000	Payroll taxes payable	84	79
Investments	15,000	40,000	Rents received in advance	189,777	198,092
Other receivables	9,837	2,544	Fund balance - Undesignated - available for general activities	✓ 14,605	✓ 8,565
Total	✓ \$ 211,564	\$298,442	Total	✓ \$ 211,564	✓ \$298,442
VILLAGE OF ARDEN, INC. MUNICIPAL STREET AID FUND					
Cash	\$ 15,838	\$ 16,343	Fund balance	\$ 15,838	\$ 16,343
VILLAGE CENTER FUND					
Cash	\$ 8,914	\$ 4,530	Fund balance	\$ 9,314	\$ 4,930
Investments	400	400			
Total	\$ 9,314	\$ 4,930			

The accompanying Notes to Financial Statements are an integral part of these financial statements.

TRUSTEES OF ARDEN AND VILLAGE OF ARDEN, INC.  
STATEMENTS OF SUPPORT, REVENUE AND EXPENSES AND  
CHANGES IN FUND BALANCES  
FOR THE YEARS ENDED MARCH 24, 1997 AND 1996

	1997				1996
	Trustees of Arden General Fund	Village of Arden, Inc. Municipal Street Aid Fund	Village Center Fund	Total All Funds	Total All Funds
<b>PUBLIC SUPPORT AND REVENUE</b>					
Public Support					
Received Indirectly from					
Adjustment - State of Delaware	\$ -	\$ 12,639	\$ -	\$ 12,639	\$ 12,638
Grant - State of Delaware	0 6,000	-	-	-	-
Total Public Support	0 6,000	\$ 12,639	\$ -	\$ 18,639	\$ 12,638
Other Revenue					
Land rentals	\$318,863	\$ -	\$ -	\$318,863	\$301,227
Installment on sale of road's right of way	2,779	-	-	2,779	2,774
Installment on sale of cable right of way	1,230	-	-	1,230	1,190
Investment income	12,467	-	28	12,495	10,073
Rent and maintenance payments	-	-	18,180	18,180	17,225
Miscellaneous income	4,526	-	3,464	7,990	4,376
Total Other Revenue	\$339,865	\$ -	\$ 21,672	\$361,537	\$336,863
TOTAL PUBLIC SUPPORT AND REVENUE	✓ \$ 345,865	\$ 12,639	\$ 21,672	\$381,176	\$349,523
<b>EXPENSES</b>					
General	\$ 83,498	\$ 13,144	\$ 17,288	\$113,930	\$109,613
Property taxes	197,881	-	-	197,881	196,072
Administrative	36,154	-	-	36,154	23,284
Total Expenses	\$317,533	\$ 13,144	\$ 17,288	\$347,965	\$328,969
<b>EXCESS (DEFICIT) OF PUBLIC SUPPORT AND REVENUE OVER EXPENSES</b>	✓ \$ 28,332	\$ 29,495	\$ 4,384	\$ 32,211	\$ 20,554
<b>FUND BALANCES - BEGINNING OF YEAR</b>	94,771	16,343	4,930	116,044	94,990
<b>FUND BALANCES - END OF YEAR (Page 2)</b>	✓ 14,605	\$ 15,838	\$ 9,314	\$ 39,757	\$115,544

The accompanying Notes to Financial Statements are an integral part of these financial statements.



## Expenditures

## Village of Arden

Expenditures Against Budget March 25, 1997 to December 31, 1997 and Presented to Town Assembly on January 26, 1998

Budget Item	Budgeted Amount	Expenditures F.Y. to Date	Expenditures Since Last Report
<b>Committees:</b>			
Archives	3,780.00	2,819.15	1,118.35
Buzz Ware Village Center	(a) 25,475.00	342.11	42.11
Civic: Commons & Forest	13,000.00	12,970.31	4,863.78
Civic: Roads	14,000.00	3,113.97	600.00
Civic: Special Clean-Up	2,000.00	2,071.51	0.00
Civic: Trash Collection	33,000.00	24,360.15	10,932.36
Civic: Grants	6,000.00	0.00	0.00
Community Planning	(b) 4,500.00	(c) 4,409.80	8.00
Legislative Reference	300.00	0.00	0.00
Playground	1,300.00	1,299.55	657.15
Registration	3,100.00	2,048.27	1,013.50
Safety: General	900.00	329.71	85.86
Safety: Town Watch Coordinator	2,220.00	1,865.00	740.00
Welcome Hither	250.00	0.00	0.00
<b>Salaries:</b>			
Assembly Secretary	5,108.00	3,483.00	1,548.00
Assembly Treasurer	2,086.00	0.00	0.00
<b>Other Line Items:</b>			
Donations: ACRA	700.00	700.00	0.00
Donations: Arden Library	400.00	400.00	0.00
Donations: Arden Page	1,000.00	1,000.00	0.00
Donations: Fire Companies	850.00	850.00	0.00
Gild Hall Rental	650.00	650.00	0.00
Telephone	360.00	181.26	85.11
Contingencies	2,000.00	0.00	0.00
<b>Items Not Subject to Referenda</b>			
Memorial Garden Fund		1,096.78	672.20
Taxes: New Castle Co. Prop.	56,600.00	55,447.45	55,334.10
Taxes: School	148,500.00	142,397.28	142,107.74
Administrative: Auditing	3,000.00	3,800.00	0.00
Administrative: Insurance	6,000.00	6,223.00	1,335.00
Administrative: Legal	2,000.00	0.00	0.00
Administrative: Office Rent	2,100.00	157.00	700.00
Administrative: Operations/Fees	6,000.00	(d) 4,967.35	986.68
Administrative: Payroll Taxes	2,000.00	2,810.49	1,150.39
Administrative: Salary Ad. Asst.	8,736.00	8,552.00	2,912.00
Less Accrued Taxes		(1,024.34)	(469.52)
<b>TOTAL</b>	<b>355,915.00</b>	<b>286,338.79</b>	<b>226,422.81</b>

Notes:

(a) BWVC funds are designated as follows:  
General-\$475.00;  
Ceiling-\$3,000.00;  
Renovation Project Matching Grant Funds-\$22,000.00.

(b) Community Planning funds are designated as follows:  
General-\$1,500.00;  
Matching Funds-Urban Forestry Grant-\$3,000.00.

(c) Includes \$4,058.00 expenditure for Urban Forestry Grant; \$132.00 expenditure for Traffic Calming Grant; \$219.80 in general funds.

(d) Includes Village authorized expenditure for Village Treasurer work done by Trustee Administrative Assistant.

## Receipts

**Village of Arden**

Receipts and Bank Balances March 25, 1997 to December 31, 1997  
Presented to Town Assembly on January 26, 1998

<b><u>Balance in Bank March 25, 1997</u></b>		<u>\$201,479.83</u>
<b><u>Receipts:</u></b>		
Grants	7,917.70	
Interest & Dividends	11,721.27	
Land Rent:		
Past Fiscal Year(s)	8,044.52	
Present Fiscal Year	115,329.40	
Future Fiscal Year(s)	500.00	
Meadow Lane Access Rent	513.96	
Memorial Garden Donations	1,643.00	
Miscellaneous	1,204.55	
Rights of Way:		
Cable TV	0.00	
Roads	3,696.00	
SUBTOTAL Receipts	150,570.40	
Redeemed Investments	+	300,000.00
New Investments	-	310,000.00
<b>TOTAL RECEIPTS</b>		<u>140,570.40</u>
 Receipts & Starting Bank Balance		<u>342,050.23</u>
Expenditures Against Budget	-	<u>286,338.79</u>
Balance in Bank as of December 31, 1997		<u>55,711.44</u>

**NOTE: Investment Position**

Arden Building and Loan	45,000.00
Bank Instruments	70,000.00
Other	0.00
<b>TOTAL Investment Position</b>	<u>115,000.00</u>

Signatures:

Trustee:



Admin. Assist.:



5. **Correspondence:** None

6. **Memorial Garden:** Motion was made to bring tabled "Proposed revisions for burial eligibility" from table. Approved. Memorial Garden liaison, Ruth Bean, would like a vote on the table motion.

**Motion read:** I move that the following text concerning eligibility be added to the rules of the Memorial Garden of the Village of Arden as revised 2/9/94.

[Proposed changes] **Eligibility**

- Non-resident spouses, or next of kin of residents or eligible former residents, may have their ashes buried in the same grave site as the original eligible resident.
- Eligibility will be decided on a case by case basis as above.

[Old wording] **Eligibility**

- Residents of the Village of Arden are eligible for burial in the Memorial Garden.
- Former residents of Arden may be considered for burial on a case by case basis]

**Discussion:** Substitute "significant other" for "spouse." The placement of the comma causes confusion. Rework to make clearer. **Motion to table:** Approved.

7. **Safety Committee:**

I hope everyone has had an opportunity to view the statistics provided by the County Police regarding crimes reported during 1997. A total of sixty-three reported incidents from all three Ardens.

I trust that this summary demonstrates to all of you the need for an active Community Watch program. Please do your part and volunteer two hours of your time—no more than four times per year—to keep the watch program functioning. (See summary on next page.)

Respectfully submitted, Tim Colgan, chairperson

Report approved

8. **Registration Committee:**

Town elections were held on October 30, 1997. Arden passed the budget for 1998-1999. The Registration Committee mailed 379 ballots. 220 individuals voted in this election, with 180 votes for the entire budget and 39 votes against some items.

Seven assessors were also elected: Carl Falco, convenor, and Lew Aumack, Bernie Brachman, Alton Dahl, Rodney Jester, Pete Renzetti, and Steve Threefoot.

Three spots on the Registration Committee are up for election this year. Incumbents Cecilia Vore and Beverly Barnett are running for reelection. Larry Strange is leaving the committee. New nominees are being sought.

Respectfully submitted, Sharon Kleban, chairperson

Report approved.

9. **Legislative Reference:** Committee member Chris Demsey (for chairperson John Stevenson) presented to following nominations: Yvonne King, Rick Reynolds, Joan Zylken, Mary Anne McClemons.

Report approved.

## Safety Committee Handout

NUMBER OF CRIMES BASED ON CASE MANAGEMENT  
REPORTED FROM 01/01/1997 TO 12/31/1997

DEVELOPMENT	CALL TYPE	DESCRIPTION	COUNT
ARDEN	ALCONOL	ALCONOL VIOLATION	1
	ASSAULT3	ASSAULT 3RD	1
	ASSTAGENCY	ASSIST OTHER AGENCY	1
	BURG2	BURGLARY 2ND	3
	CRIMIS	CRIMINAL MISCHIEF	6
	DEATH	DEATH INVESTIGATION	1
	DRUGPOSS	POSSESSION OF DRUG	1
	ENDANGER	ENDANGERING THE WELFARE	1
	HARASSEX	SEXUAL HARASSMENT	1
	MENTAL	MENTAL PATIENT	5
	MISCINV	MISCELLANEOUS INVESTIGATION	1
	MISPER	MISSED PERSON	1
	NOISE	NOISE ORDINANCE VIOLATION	1
	OFFTOUCH	OFFENSIVE TOUCHING	1
	PROB	PREVENT BREACH OF PEACE	1
	SUSPER	SUSPICIOUS PERSON	1
	TBN	THREATENING BODILY HARM (TERRORIST)	1
	THEFT	THEFT	3
	THFRMV	THEFT FROM MOTOR VEHICLE	4
	VENTNF(A)	VEHICLE THEFT ATTEMPT	2
			37
			37
DEVELOPMENT	CALL TYPE	DESCRIPTION	COUNT
ARDENTOWN	ALCONOL	ALCONOL VIOLATION	2
	BURG2	BURGLARY 2ND	2
	CRIMIS	CRIMINAL MISCHIEF	6
	MENTAL	MENTAL PATIENT	1
	OFFTOUCH	OFFENSIVE TOUCHING	1
	OPR	RECOVERED PROPERTY	1
	OVERDOSE	OVERDOSE	1
	PUBREL	PUBLIC RELATIONS	1
	ROBBERY	ROBBERY	1
	THEFT	THEFT	1
	THFRMV	THEFT FROM MOTOR VEHICLE	2
	VENTNF(A)	VEHICLE THEFT ATTEMPT	1
			20
			20
DEVELOPMENT	CALL TYPE	DESCRIPTION	COUNT
ARDENCROFT	ASSAULT2	ASSAULT 2ND	1
	DOMESTIC	DOMESTIC	1
	OVERDOSE	OVERDOSE	1
	THEFT	THEFT	2
	VENTNF(A)	VEHICLE THEFT ATTEMPT	1
			6



**10. Playground:** Nominations-Rich Bloom, Judy Butler, Ken Sutton, Ray McDevitt

1. Sue Rothrock, our contract painter, has nearly completed her work for this year. Her main projects have been the sliding boards on the Sherwood and Arden Greens. These were sanded, scraped, painted with a purple primer to slow rust formation, sealed with a plastic-like bead along the edge of the slide to keep out moisture and then repainted with several coats of beautiful red paint (Sherwood Green) or rich dark green (Arden Green). Due to budget restrictions much of the painting will have to be finished next year. But when it is done it is important that it be done right, the way Sue is doing it.

2. All the playground equipment areas have been newly covered with hardwood playground chips. Next year the Arden Greens can be skipped but the Sherwood Green, being larger, will need another coating. Also in our Sept. inspection it was decided that the school playground will require two twelve cubic yard shipments. One we can squeeze out of our budget, the other we will need to increase our proposed budget by \$ 200.00 or get it from another source.

3. We have received a letter of resignation from Tom Hornung. He has opened his own insurance business which demands his full attention.

For the Committee, Richard L. Bloom, chairperson

Report approved.

**11. Community Planning:****Physical Future**

The Traffic Calming Committee has chosen LDR International based in Columbia, MD, to develop a traffic-calming plan to help slow traffic on Harvey Road. The design work done by LDR will be paid for with the \$25,000 grant obtained with Wayne Smith's help. Interactive meetings between LDR and the Ardens will be held during the planning stage and after plans are finished for feedback. Both LDR and the committee believe this could become a model project for problem areas throughout the country.

**Sherwood Green Urban Forestry Grant** - We have solicited proposals and bids from seven landscape architects to do this work. We will plan a site walk of Sherwood Green for those who respond and should receive proposals shortly after that. We hope to choose a landscape architect by February and have final plan recommendations by late spring.

**Forest Stewardship Plan** - This has been passed on to Civic Committee. We did not receive the Urban Forestry Grant applied for, so Alton Dahl developed a plan and has given it to Civic for their review. He will work directly with them in finalizing it.

Two committee members, two trustees and a New Castle County Planner met to discuss the zoning of Arden as "Neighborhood Conservation 10 (NC10)" under the revised New Castle County Uniform Development Code. We concluded that the current system of zoning and variance approval meets our needs better than any other option and should continue under the new code, subject to periodic review.

**Cultural Future**

We were nominated for an American Planning Association Award for land use planning, but did not receive it because there was not enough impact on other places in America.

**Arts Assessment** - The surveys were sent out in late December and residents of the three Ardens have returned 156 surveys so far. On January 16th, 17th, 18th, and 19th Craig Dreeszen conducted 8 focus groups with approximately 80 residents. An informal discussion was held on January 17th following the dinner to give residents a chance to

*Community Planning Committee Report continued from previous page*

Talk with Craig about the assessment. The third phase of the assessment will be to conduct approximately 40 individual interviews with those not involved in the focus groups.

Landmark status - Currently, this effort is focusing on the inventory of Ardentown. The group is proceeding with their work despite some not-so encouraging news from the National Park Service. The official Traditional Cultural Property approach, which is what Arden was pursuing, is now not recommended. Work will continue in the hopes some future political changes may work in our favor.

Committee member Mary Marconi presented the following nominations—Lynda Kolski, Peter Renzetti, Mary Marconi.

Submitted by Mary Marconi, committee member

**Discussion:** New Castle Counties new zoning changes are complex. Perhaps we could ask Bob Weiner to talk on the implications for small home-based businesses. See Marianne at break if interested in having him come. Still must apply to trustees if you want a zoning variance. We now have great flexibility under the current system. The trustees have strict guidelines for granting variances.

Report approved.

## 12. Civic Committee:

Nominations: Lou Bean, Bernie Brachman, Heidi Hoegger, Lynne Svenning

Road repairs have been completed by E. Earl Downing, Inc.

Fire Lane project has been completed at a cost overrun of \$2600 due to an unsuitable base.

Due to complaints of damage done by large trash trucks, we investigated finding trash haulers with smaller trucks. No luck so far.

Alton Dahl submitted a draft of a Forest Stewardship Program and the committee has made some revisions.

Sherwood Green has been surveyed to help with a plan for parking.

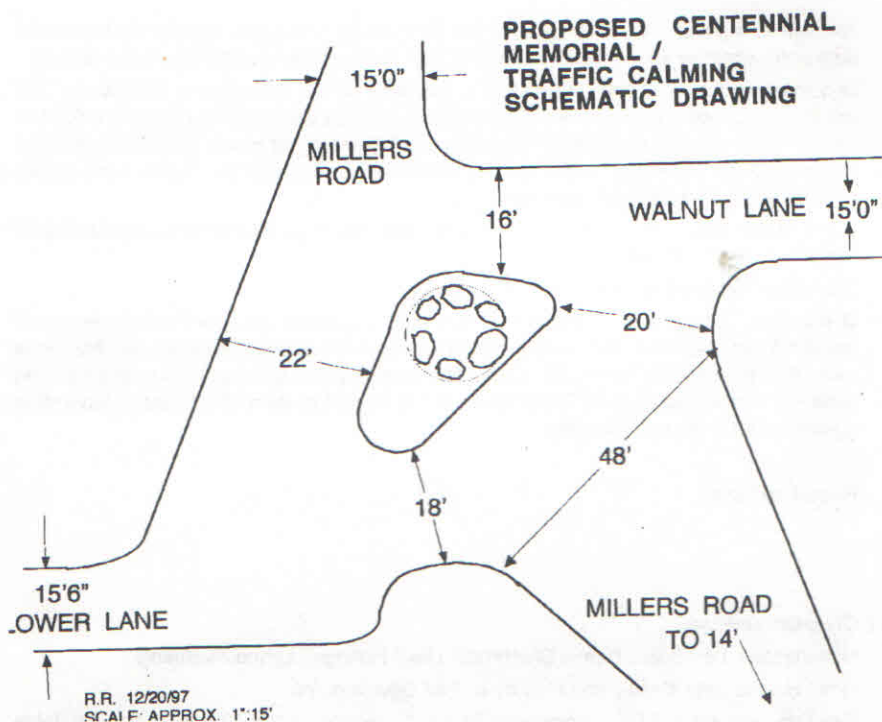
We are presenting an idea for a traffic circle and monument location at Millers, Walnut and Lower Lane. The idea has met with some opposition and we present it here this evening for comment. The idea is in response to suggestions from Civic, Centennial, Safety, and Community Planning Committees. A one-time grant of \$4000 is available for this capital improvement project. Restoration of the Stile Path to Memorial Theater is a back-up plan if the grant for the traffic circle is not viable.

Patro's Path stone work has been cleared with the help of the Shakespeare Gild and the Common's have been aerated.

Respectfully submitted, Rodney Jester, chairperson

(continues)

Civic Committee report continued from previous pages



**Discussion:** Plan should be submitted by all of the committees involved. Are we doing this only because money is available from the state? Not well thought out plan. If traffic is to slow down because they see barrier ahead this island will not work: Island is not visible until at bottom of intersection. Would need four stop signs to implement this plan. It is a dangerous intersection now: potential accident is high because small children congregate there with tricycles and skateboards. We need to study the problem more. We should make The Sweep one-way going out. We now have Lower Lane one-way coming in. People on Lower Lane disobey the one way signs. Narrow the intersection from Lower to Miller. Discuss plan with area residents who are the most impacted by any change. Test with concrete barriers first, they are portable and the configuration can be altered to try different ideas. Since this is a bad intersection, the problem has to be solved, not ignored. Harvey Road Calming consultant is being paid \$25,000 to study traffic calming ideas for the road. In his report, he should keep in mind the impact on Millers Road. The Memorial to an individual goes counter to Arden tradition: we are not a community that encourages that cult approach. Ideas for one time grant money: Use to upgrade the Style Path to Memorial Theater, including Patro's Path and Whitman Memorial area.

Report approved.



**13. BWVC Committee:**

Nominations: Hays Butler, Ellen Dolmetsch, Natalie Hubbard, Mark Taylor

Thirty meetings have been held since last town meeting, including ACRA Holiday Party and Weed Creatures Workshop. Maintenance has been light. Bids for ceiling replacement in rooms 1 and 2 are out. The replacement is part of original lease agreement. Hand-in-Hand will probably sign a lease with us. They are happy with committee member, Mark Taylor, as the liaison. Survey is out with the February Arden Page. Please return by February 20. We will have a focus group on February 11.

Submitted by Tom Wheeler, chairperson

Report approved.

**14. Budget**

The Budget Committee needs to have each Standing Committee prepare a Budget Projection for the Town's next three Budget Years, namely 1999-2000, 2000-2001, 2001-2002. This information needs to be submitted to the Budget Committee, hopefully by the end of January, or at the latest by the middle of February, so that there will be sufficient time for the Committee Members to assemble the information and review the projections before making its presentation to the March Town Meeting. If there are any large projects anticipated, or if there will be a significant change from previous expenditures, the Committee would appreciate a brief explanation to aid in understanding a Committee's financial plans.

The Three Year Budget Projection is a financial planning document, and each Committee should understand that an annual budget request in a future year can be different from their submission for this planning document. However, to make this a more valid planning document, it is hoped that the projections will be as accurate as reasonably possible, given the information known to each committee at this time.

To date, Three Year Budget Projections have already been received from the Community Planning, Civic, and Playground Committees.

Submitted by Larry C. Walker, chairperson

**15. Auditing:** Chris Demsey, committee member had no report. Chairperson Ken Lipstein is sick with flu.

**16. Assessors:**

The newly elected Board of Assessors met briefly on December 8, 1997 as convened by Carl Falco. The Board met to elect officers and establish meeting dates for the 1997 - 1998 term.

a. Election of officers: Alton Dahl, chairman; Lew Aumack, secretary

Other elected members (alphabetically are: Bernie Brachman, Carl Falco, Rodney Jester, Peter Renzetti, Threefoot

b. Meeting dates as previously posted on the 2 Arden bulletin boards & submitted to the Arden Page for the February issue):

January 29 (Public meeting, February 10 (Regular meeting),

April 7 (Regular meeting), May 6 (Public meeting), June 2 (Public meeting)



Assessors Report continued from previous page

Although all meetings are open to the public, special attention is called to the 3 meetings designated "Public"; these are the meetings wherein Residents of Arden are encouraged to raise questions and make recommendations to the Board for changes, refinements and / or alternative proposals for determining next years "Land Rent".

These are intended to be the major opportunities for active input from the community and are thus scheduled well in advance of the September official presentation. Please attend & help with this vital function.

Submitted by Lew Aumack, board secretary

Report accepted.

**17. Town Party:** Town Party on February 22, 3:00 p.m.-5:00 p.m. Babysitting will be at BWVC.

#### **18. Ad Hoc Treasurer's Report**

##### **Report from the Special Committee on Financial Procedures**

This committee was chartered at the March 1997 Town Assembly after discussion of the duties of Treasurer. The committee has met four times to review the village's current financial procedures and determine their adequacy in safeguarding the town's finances. We examined both the desirability of different procedures and the role a Treasurer should play in operating them.

##### **Expectations**

A good financial process for the town should clearly and legally perform the following functions:

- A. Prepare and authorize budgets
- B. Determine land rents
- C. Authorize expenditures against budget
- D. Disburse money against authorization
- E. Provide proper documentation for audit.
- F. Separate authorization and disbursement functions

##### **Evaluation of Current Processes**

- A. **Budgets** The process for developing budgets is handled by the Budget Committee with input from all operating committees, the Audit Committee and the Trustees. The legal authority for this process is based on decisions of the Town Assembly and the Charter of Incorporation of the village. This overall process seems to meet the Village's needs. Some additional documentation of the committee input would be useful.
- B. **Land Rents** Land rents are determined by the Board of Assessors and finalized by the Town Assembly or by referendum of residents if needed. This process is based on the Charter of Incorporation of the village and several clarifying court cases.
- C. **Expenditures** Expenditures are authorized by two members of a committee against the committee's approved budget. Expenditures are authorized using a written voucher system with documentation of the nature of the expense.
- D. **Disbursements** Disbursements are made from the Trustee's account based on the authorized vouchers. Money spent is recorded against the appropriate budget line item. This work is done by the administrative assistant to the Trustees and paid for

from the General Fund. The Trustees wish the Village to include this expense explicitly in the next budget since controlling the village expenses is a village function not a part of the Trust. This process is the result of historical practices and seems to work without difficulty.

- E. **Documentation** Documentation for audit When operated according to the agreed processes described above, financial records are available for proper audits and public review.
- F. **Separation** Separation of powers The functions of authorization and disbursement are clearly separated in these processes to ensure proper expenditure of the village's money.

### **Conclusions for the future**

In this review we concluded that the processes are fundamentally sound and meet the expectations of good accounting practices. The only problem we encountered is some lack of clarity caused by the fact that money budgeted for village use and money remaining under control of the Trustees is handled by the same people and audited in a common process.

Separating the village funds from those of the trustees would complicate investment decisions and increase the cost of operations. Therefore, such an action is not recommended. We conclude that this lack of clarity should be addressed through education rather than a change in the process.

### **Recommendations**

- (1) It is recommended that the village include a line item in the next budget cycle specifying the salary to be paid for the village accounting services provided by the Trustee's administrative assistant as requested by the Trustees.
- (2) The Treasurer's responsibilities will be defined as follows"
  - Act for the Village in maintaining oversight of financial processes.
  - Facilitate coordination of the financial committees and the Trustees.
  - Periodically recommend to the Town Assembly and Trustees for improving financial processes.
  - Be an ex-officio member of the Audit and Budget Committees
- (3) We recommend that since the above responsibilities are consistent with other volunteer jobs in the community, this job should be elected but without salary.

Respectfully submitted Ken Lipstein, Gail Rinehart, Lynda Kolski, Alton Dahl

### **Fiscal Responsibilities in the Village of Arden**

#### **To Trustees**

- Spend money to operate the trust.
- Collection of land rent
- Investment available funds
- Prosecute court cases

#### **To Assessors**

- Propose land rent on an annual basis

*Ad Hoc Committee : Treasurer's Report continued from previous page***To Trustee's Assistant (Village Bookkeeper)**

- Issue checks on receipt of authorized vouchers and documentation.
- Maintain village financial records
- Prepare quarterly reports

**To Budget Committee**

- Collect forecast information from committees and the trustees
- Present budget for Village Assembly for approval
- Prepare three year forecast of village financial position

**To Advisory Committee**

- Review budget to insure coordination and consistency

**To Village Assembly**

- Approve budget for referendum
- Approve land rent assessment (send to referendum if necessary)

**To Registration Committee**

- Conduct referendum of residents for:
  - Final approval of budget
  - Final approval of Land rent assessment (if necessary)

**To Committees**

- Make purchase decisions
- Authorize expenditures
- Send budget recommendation to Budget Committee

**Audit Committee**

- Confirm accounting for village finances
- Approve the annual financial report

**Treasurer (proposed)**

- Oversight of financial processes.
- Facilitate coordination of the financial committees and the Trustees.
- Recommend improvements in financial processes.

Submitted by Gail Rinehart, ad hoc committee member

**Discussion:** What is the term of office? This position could be held by 2 people— a bookkeeper and an administrative assistant. Who appoints bookkeeper? Who is responsible? We have one year to work out small details before goes into the budget. Position of Treasurer not defined in charter.

Report approved.

**19. Archives:** Committee person Sadie Somerville submitted the report for chairperson Mark Taylor. Nominations: Sadie Somerville, Sally Hamburger, Phil Fisher, Sandi Hurlong

Archives would like to acknowledge two significant donations to the collection this quarter. A big thanks to Bob and Phyllis Wynn for their donation of a Don Stephens library table and two lanterns from the Arden Forge. The table is similar to one constructed for the Stephens family home at Bide-A-Wee and as such is attributable in design to Will Price. Thanks also to Peg and Lew Aumack for their donation of several boxes of books from the Stephens family library. This collection adds tremendously to our understanding of the artistic and philosophical life of the early years of our community. Included are volumes by



William Morris and Peter Kropotkin, a rare sales catalog from the Arden Forge, and even Frank Stephens personal copy of Uncle Remus.

Archives is open the first and third Sundays of every month from 1-3 p.m.. If you are interested in Arden history we encourage you to stop by.

Respectfully submitted, Mark Taylor, chairperson

Report approved.

**20. Advisory:** Judy Butler encouraged people to nominate residents for committees and for the officers position. Secretary also asked interested residents to inquire about being put in nomination for that position.

**21. Welcome Hither:** Committee member Maryellen Jobson informed us that 153 packets have been handed out since the committee was started.

**22. Centennial Committee:** Bill Press told us that the committee will be meeting in February. At the June town meeting, he will give specifics. Please let this committee know of any other events being planned so that there will not be a conflict.

**23. Ordinance 12:**

Vote on Ordinance 12 was postponed at last meeting because we did not have a quorum.

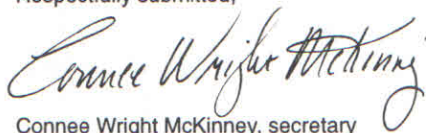
**Discussion:** Comments offered: Let's go for a year without it. We can always reestablish it if we need it. We should not have to bring up every year, let's make it permanent. Police will not support stopping noise or parties in woods unless it is our law.

**Motion to continue ordinance taken:** For 28, opposed 7. Motion passed.

**24. Good and Welfare:** Shaul Gladstone can get e-mail at: shaul@magpage.com  
Georgist classes begin Feb. 18 Gild Hall

Meeting adjourned.

Respectfully submitted,



Connee Wright McKinney, secretary

*Next meeting:*

**March 23, 1998 at 7:30 p.m. at the Upper Gild Hall**



Village of Arden  
2300 Cherry Lane  
Arden, DE 19810-4002

Dated material enclosed

- Notice of Town Meeting with Agenda
- Minutes from preceding Town Meeting